

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: June 11, 2002

PAYROLL LETTER # 02-018

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Services Division

RE: HEALTH DOCUMENTS FROM FLEXELECT AND FLEXCASH PACKAGES MAY NOW BE KEYED VIA ACES

This notice is for those agencies and campuses who are participating in the CalPERS Aces Program, keying health documents (HBD-12's) directly into the CalPERS system.

Effective immediately, HBD-12's that are part of a FlexElect or FlexCash package may now be keyed via ACES. Once confirmation has been received that the HBD-12 has processed, indicate in the remarks section of the FlexElect form (STD.701) or the FlexCash form the type of HBD-12, the spouse's social security number (if applicable) and the date the HBD-12 was keyed. Submit the remainder of the FlexElect or FlexCash package, including Dental forms (STD.692) if applicable, to the State Controller's Office. Listed below are examples of comments for your use:

EMPLOYEE'S CANCEL HBD-12 AND SPOUSE'S NEW HBD-12 (SSN# XXX-XX-XXXX) WERE KEYED ON MAY 15, 2002.

EMPLOYEE'S NEW HBD-12 WAS KEYED ON JUNE 1, 2002.

HBD-12 TO ADD EMPLOYEE TO SPOUSE'S COVERAGE (SSN# XXX-XX-XXXX) WAS KEYED ON MAY 20, 2002.

In the event you receive an HBD-12 from a spouse's employing agency or campus that can not be keyed to ACES, then all related HBD-12's must be submitted to the State Controller's Office as part of the FlexElect or FlexCash package. Please do not submit "I do not wish to enroll" HBD-12's.

For those agencies or campuses who are not participating in the CalPERS ACES Program, please continue to submit complete FlexElect or FlexCash packages, including HBD-12's and STD.692's, to the State Controller's Office for processing.

If you have any questions regarding Civil Service FlexElect please contact the Civil Service Benefits Liaison at (916) 323-4718 or if you have any questions regarding CSU FlexCash please contact the CSU Benefits Liaison at (916) 322-8077.

If you have any questions regarding this Payroll Letter, please contact Sandra Young at (916) 324-1293 or by email at syoung@sco.ca.gov.

RZ:SY/PMAB